Town of Rowley

Municipal Water Department
401 Central St., Rowley, MA
Office: 978.948.2640

January 20, 2024
Meeting Minutes

Present: Commissioner, John Manning, Commissioner, Mark Emery, Superintendent, Bob Gray, Admin. Assis., Kathy Bento

Chairman Cullen opened the meeting at 6:40.

Agenda Items:

1. **Abatement 5 Church St.:**
   Commissioner Manning motioned to approve. Commissioner Emery seconded. **All in favor at 6:45.**

2. **Discuss Kathleen Circle:**
   (discussion cancelled)

3. **Discuss timecard app:**
   Bob Gray explained that the process stopped due to our staffing issues and now that the department is fully staffed, the rep will be setting up the data for each employee and will hold an in-house meeting/tutorial. Commissioner Manning made a motion, once we go live with the electronic time clock, any discrepancy will be in favor of the employee. Commissioner Emery seconded**. All in favor at 7:47.**

4. **Discuss digitalization of records:**
   Commissioner Manning said this will be reevaluated by June.

5. **Discuss budget:**
   Bob Gray said this will be discussed at the next meeting when Chairperson Cullen will be present to discuss.

6. **Superintendents report of current and future operations of the department:**
   SCADA Project: Superintendent Gray said it will be discussed at the next meeting.

   New Hires: Superintendent Gray said both new hires are doing well and learning their job very quickly.

Approve Minutes:

November 21, 2023: Commissioner Manning motioned to accept. Commissioner Emery seconded. **All in favor at 7:10.**

October 25, 2023: Commissioner Manning motioned to accept. Commissioner Emery seconded. **All in favor at 7:11.**

Next meeting: February 13, 2024

Adjourn: Commissioner Emery motioned to adjourn. Commissioner Manning seconded. **All in favor at 7:15.**

Minutes approved at the February 20, 2024 meeting.

Minutes respectfully prepared by Kathy Bento.

Documents provided/discussed at meeting are available at the Water Department office:
Meeting Agenda
Minutes
Budget reports

Open Meeting Law,' G.L. 39, S.23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and any actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no Certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.